



18707 Old Excelsior Blvd
Minneapolis, MN
55345-3122

phone (952) 474-3291
fax (952) 474-3928
www.teamtsp.com

Meeting Minutes

To Solve. To Excel. **Together.**

Marshalltown - Marshall - Minneapolis - Rochester - Omaha - Rapid City - Sioux Falls - Sheridan

February 12, 2009

RE: PAC Schools MS/ HS
TSP Project No.04080613

Minutes of the Meeting – February 16, 2009

Leadership Team and Resource Team Meetings

Present:	Joe Kramer, Superintendant	PAC
	Ray Seehusen, Board President	PAC
	Roger Francis, High School Principal	PAC
	Lynn Moody, Elementary School Principal	PAC
	Sarah Freeburg, MS Teacher	PAC
	Pat Spangler, ES Teacher	PAC
	Dave Peters, Head Custodian	PAC
	Brian Blomker, HS Teacher	PAC
	Diane Patter, Business Manager	PAC
	Brandon Ruffridge, AD	PAC
	Sue Gnewuch, Media Specialist	PAC
	Bernard Gathers, Food Service	PAC
	Stacie Smith	Community Member
	Kenny Powers	Community Member
	Mark Thiede	TSP

Items Discussed:

1. There was a short meeting prior to the Leadership Team meeting with City staff to review utilities and necessary approvals. The follow items were discussed:
 - a. Electrical utilities are operated and maintained by the City.
 - b. There are several underground lines serving transformers on the property with at least one underground line needing to be rerouted around the addition. The City will arrange to reroute the service. PAC asked if the City will cover the costs. More discussions to follow.
 - c. The County is responsible for the storm sewer system within the City. At this point it is understood that there are no storm water management requirements and that if there are it would be the County's responsibility to construct and pay for them.
 - d. Water service is also provided by the City. Documents provided by the City indicate an 8" water main under Hwy. 3.
 - e. Additional curb cuts along Hwy. 3 will require permission from Iowa DOT. Loni Wilson is the contact for any approvals.
 - f. There are fiber optic cables buried along Hwy. 3 and connect to the school.
 - g. There are two underground fuel tanks near the temporary classrooms that will need to be removed. The tanks are empty.
 - h. The land surveyor will be required to locate all utilities.



18707 Old Excelsior Blvd
Minneapolis, MN
55345-3122

phone (952) 474-3291
fax (952) 474-3928
www.teamtsp.com

Meeting Minutes

To Solve. To Excel. **Together.**

Marshalltown - Marshall - Minneapolis - Rochester - Omaha - Rapid City - Sioux Falls - Sheridan

- i. The State Fire Marshal will review construction documents for approval.
 - j. A building permit is the only approval required by the City.
 - k. A demolition permit is required by the State.
2. Joe summarized the process approach and progress to date for new members of the Leadership and Resource Teams.
3. Mark presented a revised floor plan block diagram based on a space plan program with the Iowa Core approach as directed by the Board on 2/9/09. Points highlighted were:
 - a. Classrooms remain on the perimeter including adding a multipurpose lab and relocating the special education classroom.
 - b. The Information Access Center (IAC) is moved to the center support area and is adjacent to the two break out spaces.
 - c. The mechanical space is relocated to the roof in a mechanical penthouse and will hold air handling equipment.
 - d. A teacher office/ work room is added and is located between the two break out areas and the IAC.
 - e. The mechanical space previously shown near the administrative suite is now in a mechanical penthouse above the locker area. A smaller mechanical space is shown at the receiving area of the building and will house water based mechanical equipment.
 - f. The administrative suite is in the same location but now includes a staff break area and toilets.
 - g. An activities entrance is shown near the music and existing gym.
4. Joe requested an 8.5 x 11 version of the revised floor plan diagram.
5. The IAC was discussed in terms of its purpose, activities and functions and its location within the building.
 - a. A positive reaction to a central location near the break out spaces and more directly connected to classrooms was unanimous.
 - b. It was agreed that books will continue to be of value and stack space for them will be included. PAC currently has 10k books in its collection.
 - c. Although books will continue to have a place, it was understood that technology will continue as the cutting edge of learning and that the IAC will need to support that direction.
 - d. Expected activities within the IAC should include:
 - i. Study hall, group and individual spaces.
 - ii. Print and non-print resources
 - iii. Meetings
 - iv. Instruction
 - v. Projects, both individual and group.



18707 Old Excelsior Blvd
Minneapolis, MN
55345-3122

phone (952) 474-3291
fax (952) 474-3928
www.teamtsp.com

Meeting Minutes

To Solve. To Excel. **Together.**

Marshalltown - Marshall - Minneapolis - Rochester - Omaha - Rapid City - Sioux Falls - Sheridan

vi. Socializing

6. It was agreed that the boundaries between the IAC, break out spaces and classrooms should be blurred to allow students to move through these areas as needed based on the Iowa Core approach.
7. The IAC was viewed as a hub of information and that media specialists could orchestrate this by collecting, organizing and disseminating information for students and teachers.
8. The IAC should contain the following spaces:
 - a. Stack space for 10k books in 4' high shelving units.
 - b. An office/ work room/ supply room
 - c. Space for periodicals
 - d. Reference area, both print and electronic
 - e. A group video viewing area, either a screen and projector or an LCD monitor.
 - f. A socializing area
 - g. A file server room
 - h. A professional resource area
 - i. Storage area for laptops
 - j. Strong connection to adjacent break out spaces
9. The IAC should have a connection to the teacher office area possibly through the professional library.
10. It was suggested that two lecture based classrooms could include an operable partition wall to allow for a larger lecture setting.
11. Locker rooms were discussed:
 - a. Existing high school lockers below the stage are unusable and that area will be converted to storage.
 - b. Existing middle school lockers are below the north bleachers. The plan is to eventually remove them and acquire the area for gym space. New locker space would be provided within a future addition or some other location.
 - c. Existing girl's locker rooms are located in the 1922 building which will be demolished.
 - d. There are typically 24 students in PE classes. 16 lockers should be provided for each locker room.
 - e. 30 larger lockers would be needed for the basketball team and 50 large lockers would be needed for the football team. It was decided that the foot locker rooms will be relocated to a future concession building at the play field.
 - f. A laundry room should be included.
 - g. Currently there is not enough space allowed for in the space program document for 2 PE locker rooms and 2 athletic locker rooms. This issue is unresolved at this point.



18707 Old Excelsior Blvd
Minneapolis, MN
55345-3122

phone (952) 474-3291
fax (952) 474-3928
www.teamtsp.com

Meeting Minutes

To Solve. To Excel. **Together.**

Marshalltown - Marshall - Minneapolis - Rochester - Omaha - Rapid City - Sioux Falls - Sheridan

12. The building site was discussed:

- a. There should be parking for 150 students, 55 staff and some additional parking spaces. The existing northeast parking area has space for approximately 50 cars.
- b. It was agreed that bus drop off and most of student parking should be at the south side of the site so that the new building entrance is used. Some student parking (50+/- spaces) will remain off site to the northeast of the school.
- c. Parent drop off should be on the north side of the building to keep it separate from the other traffic.
- d. Staff parking will be on the north side of the site.
- e. Additional parking should be provided off the bus loop for temporary and visitor parking during non bus traffic hours.

13. The kitchen area was discussed:

- a. Approximately 700 lunch meals are prepared daily for the high school, middle school, elementary school, pre-school, the ALC, daycare and the Catholic school.
- b. 45 breakfast meals are prepared daily.
- c. 3 lunch shifts are used with the maximum served being approximately 120 students.
- d. There are 3 trips per day to deliver food off site.
- e. Types of meals offered include main dishes, a salad bar and leftovers.
- f. Equipment needed includes:
 - i. 10 burner stove with 3 ovens. Recently purchased
 - ii. 3 convection ovens. Inspect
 - iii. Stack oven. Replace
 - iv. Kettle/ pressure cooker. Inspect
 - v. Steamer. New
 - vi. Broiler. New
 - vii. 3 Warming ovens. Inspect
 - viii. Work tables with storage. New
 - ix. Exhaust hood. New
 - x. Walk-in freezer/ cooler. New
 - xi. Dish machine. New
- g. Other spaces should include:
 - i. Serving line with one cashier
 - ii. Dry storage



18707 Old Excelsior Blvd
Minneapolis, MN
55345-3122

phone (952) 474-3291
fax (952) 474-3928
www.teamtsp.com

Meeting Minutes

To Solve. To Excel. **Together.**

Marshalltown - Marshall - Minneapolis - Rochester - Omaha - Rapid City - Sioux Falls - Sheridan

- iii. Office
 - iv. Janitor's closet
 - v. Toilet rooms
 - vi. Locker area
 - vii. Laundry closet for a stack washer/ dryer
 - h. Integrated tables and seats are preferred over stackable chairs.
14. The building receiving area was discussed.
- a. Both a 4' high dock with a leveler and zero height loading dock are needed.
 - b. A floor machine will be used for cleaning and will need space for storage and floor sink to change water and solution.
 - c. Hard surfaces should be used in high traffic areas and labs; carpet should be used in classrooms, breakout areas and the IAC.
 - d. Include a building engineer's office.
 - e. The City has a standby generator so PAC will only need battery backup power for IT and emergency lighting.
 - f. A recycling and trash enclosure will be provided and should be sized for 1 paper container, 2 cardboard containers and 4 trash containers. The head custodian will provide photos and sizes. Containers are believed to be rear loading.
 - g. An additional unisex toilet will be provided for those needing assistance.
 - h. Janitors' closets will be provided in the receiving area, the classroom area and the activities area.
 - i. Undesignated space shown on the floor plan diagram near the commons could be used for table and chair storage. This space however is not included in the space program.
15. The Board President and Superintendant indicated that a formal approval of Pre-Design documents was not necessary as long as TSP keeps the Board informed on the progress and outcomes.
16. No additional Leadership/ Resource Team meetings are scheduled at this time.
17. The Schematic Design Package will be presented to the Board for approval on 3/9/09.



18707 Old Excelsior Blvd
Minneapolis, MN
55345-3122

phone (952) 474-3291
fax (952) 474-3928
www.teamtsp.com

Meeting Minutes

To Solve. To Excel. **Together.**

Marshalltown - Marshall - Minneapolis - Rochester - Omaha - Rapid City - Sioux Falls - Sheridan

This information represents the writer's understanding of the items and events described above. Please notify this office within five (5) working days if there are any corrections and/or additions. Unless notified otherwise, this information shall be deemed accurate, and this office shall proceed accordingly.

TSP, Inc.

Mark Thiede
Associate

Copies to: (w/enclosures)

All present ☒

Rick Wessling ☒

File: (w/enclosures)

Dennis Hahn, DHA ☒

Sean Ervin ☒